

FY15

# Abstinence Education Request for Proposal Scoring Tool

INDIANA STATE DEPARTMENT OF HEALTH  
Division of Maternal and Child Health

ABSTINENCE EDUCATION  
APPLICATION REVIEW SCORE: \_\_\_\_\_

## **ABSTINENCE EDUCATION PROPOSAL APPLICATIONS SCORING TOOL**

Applicant Agency: \_\_\_\_\_

Project Title: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Date of Review: \_\_\_\_\_

**INDIANA STATE DEPARTMENT OF HEALTH**  
**MATERNAL AND CHILD HEALTH**  
**GRANT APPLICATION SCORING TOOL**

**1.0 APPLICANT INFORMATION AND ATTACHMENTS (CHECK OFF IF COMPLETE)**

INCLUDES ALL OF THE FOLLOWING ELEMENTS:

- ☐ Project title
- ☐ Agency Name
- ☐ Agency Contact Information
- ☐ Primary Contact Information
- ☐ Authorized Executive Official signature

**1.0 COMMENTS:**

**2.0 ORGANIZATIONAL BACKGROUND AND CAPACITY (2.0 = 10 POINTS MAX)**

PROVIDES A CLEAR UNDERSTANDING OF THE ORGANIZATION AND ITS ABILITY TO CARRY OUT THE PROPOSED PROJECT—IN COLLABORATION WITH LOCAL PARTNERS.

**2-A Organization History (2-A = 2.5 points max)**

- ☐ The history, capability, experiences, and major accomplishments of the applicant organization illustrate they are qualified to operate the proposed project

\_\_\_ The history, capability, experiences, and major accomplishments of the partnering organization(s) illustrate they are qualified to operate the proposed project

**2-B Staffing (2-B = 2.5 points max)**

\_\_\_ Staff biosketches illustrate staff are qualified to operate the proposed project

\_\_\_ Evidence of a strong experienced leader to direct the program

\_\_\_ Staffing is adequate for the proposed project

\_\_\_ Clear job descriptions are provided for staff responsible for the proposed project activities

**2-C Resources (2-C = 5 points max)**

\_\_\_ Describes resources available (within the applicant agency and its partner organizations) and how they will be used for the proposed project (e.g., facilities, equipment)

\_\_\_ Provides evidence that services will be provided in a location that is adequate and accessible

\_\_\_ Assures that project facilities will be smoke-free and tobacco-free at all times

\_\_\_ Assures that hours of operation are posted and visible from outside the facilities.

\_\_\_ Explains how the facilities/equipment is compliant with the Americans with Disabilities Act (ADA) and amenable to the population(s) of focus and if not, explains why

\_\_\_ Resources seem adequate to support the activities of the proposed project

\_\_\_ It is evident that funds will be used to supplement not supplant existing resources

**2.0 COMMENTS:**

**WEAK**\_\_\_\_\_ **AVERAGE**\_\_\_\_\_ **STRONG**\_\_\_\_\_

### 3.0 TARGETS PRIORITY POPULATION (3.0 = 10 POINTS MAX)

MAKES USE OF DATA PROVIDED BY NEEDS ASSESSMENT CONDUCTED BY ISDH'S MCH DIVISION.

- \_\_\_ Serves counties identified as high risk in 2009 Natality Report (Delaware, Grant, Lake, LaPorte, Madison, Marion, St. Joseph, Shelby, Vanderburgh, Vigo, and Wayne)
- \_\_\_ Detailed description of how populations identified as high risk by the MCH Needs
- \_\_\_ Assessment will be served

#### 3.0 COMMENTS:

**WEAK** \_\_\_\_\_ **AVERAGE** \_\_\_\_\_ **STRONG** \_\_\_\_\_

### 4.0 STATEMENT OF NEED (4.0 = 10 POINTS MAX)

DESCRIBES NEED FOR AND SIGNIFICANCE OF THE PROJECT IN THE SPECIFIC COMMUNITY OR POPULATION AS IT RELATES TO THE REQUIRED PRIORITY AREAS AND ADDITIONAL PRIORITY AREA(S). DESCRIBES AND JUSTIFIES THE POPULATION OF FOCUS.

- \_\_\_ Describes and justifies the *geographic area(s)* to be served
- \_\_\_ Uses data to describe the need and extent of the need (e.g. current prevalence or incidence rates) for the population(s) of focus
- \_\_\_ Provides sufficient information on how the data were collected

- \_\_\_ Needs of the priority population are clearly described
- \_\_\_ Cites all references
- \_\_\_ Describes how the needs were identified
- \_\_\_ Describes resources currently available to pregnant and parenting teens and identifies gaps in service
- \_\_\_ Stated needs correspond to the identified priorities for the priority population

#### 4.0 COMMENTS:

**WEAK** \_\_\_\_\_ **AVERAGE** \_\_\_\_\_ **STRONG** \_\_\_\_\_

#### 5.0 PROJECT GOALS AND OBJECTIVES (5.0 = 10 POINTS MAX)

DESCRIBES HOW PROGRAM INTENDS TO ACHIEVE OUTLINED ABSTINENCE EDUCATION GOALS.

- \_\_\_ Clearly states the unduplicated number of individuals program proposes to serve (annually and over the entire project period) with grant funds, including the types and numbers of services to be provided and anticipated outcomes.

- \_\_\_ Describes and provides strong rationale for the anticipated impact the proposed project will have on the community
- \_\_\_ Provides evidence and strong reasoning for why project goals and objectives will produce meaningful and relevant results (e.g. increase access, availability, prevention, awareness, support, and build infrastructure)
- \_\_\_ Objectives are measurable, realistic, focused on results, clear and precise
- \_\_\_ Objectives clearly identify the changes intended by the Required Priority Area
- \_\_\_ Objectives are identified to address one or more of the Recommended Priority Areas
- \_\_\_ Goals and objectives relate directly to Action Plan Tables

#### 5.0 COMMENTS:

**WEAK** \_\_\_\_\_ **AVERAGE** \_\_\_\_\_ **STRONG** \_\_\_\_\_

#### 6.0 EVIDENCE OF COLLABORATIVE PARTNERSHIPS (6.0 = 10 POINTS MAX)

EVIDENCE OF A COLLABORATIVE PARTNERSHIP WHICH IS DEFINED AS TWO OR MORE GROUPS/ORGANIZATIONS WORKING TOGETHER TO MEET THE PROJECT'S OBJECTIVES AND GOALS.

- \_\_\_ Evidence of shared goals and objectives between partners

- \_\_\_ Evidence that partnerships will empower partners to do more than they would be able to individually
- \_\_\_ Evidence that knowledge and assistance between partnering organizations will be shared reciprocally
- \_\_\_ Evidence that all partners will be involved in some level of the 'decision making' for the project
- \_\_\_ Evidence that partnerships will promote systems of care

## 6.0 COMMENTS:

**WEAK**\_\_\_\_\_ **AVERAGE**\_\_\_\_\_ **STRONG**\_\_\_\_\_

## 7.0 ACTIVITIES (7.0 = 10 POINTS MAX)

DESCRIBES THE ACTIVITIES OF THE PROJECT. THESE MUST RELATE TO THE OBJECTIVES TO BE ACHIEVED.

- \_\_\_ Describes how the proposed service(s) or practice(s) will be implemented
- \_\_\_ Describes how the project will identify, recruit, and retain the population(s) of focus
- \_\_\_ Discusses how and provides evidence that the proposed approach will address language, beliefs, norms and values, and socioeconomic factors of the population(s) of focus in outreaching, engaging, and delivering programs to this population e.g. collaborating with community gatekeepers
- \_\_\_ Details how the project will ensure input of youth and families in assessing, planning and implementing the project



- Shows the necessary groundwork (e.g. planning, consensus development, development of memoranda of agreement, identification of potential facilities) has been completed or is near completion so that the project can be implemented and service delivery begin as soon as possible and no later than four (4) months after the grant award
- Describes potential barriers to successful implementation of the proposed project and how the project will overcome them
- All activities seem achievable and there is reason to believe they will be effective in reaching the outlined goals and objectives of the project

## 7.0 COMMENTS:

**WEAK**\_\_\_\_\_ **AVERAGE**\_\_\_\_\_ **STRONG**\_\_\_\_\_

## 8.0 USE OF EVIDENCE-BASED OR PROMISING PROGRAM (8.0 = 10 POINTS MAX)

IDENTIFIES AN EVIDENCE-BASED PROGRAM THAT PROJECT PROPOSES TO IMPLEMENT AND DISCUSSES HOW IT ADDRESSES THE PURPOSE, GOALS AND OBJECTIVES OF THE PROPOSED PROJECT.

- \_\_\_ Program has been evaluated by an experimental or quasi-experimental evaluation design
- \_\_\_ The evaluation of the program measured knowledge, attitude and behavior
- \_\_\_ The evaluation of the program had an adequate sample size
- \_\_\_ The evaluation of the program used sound research methods and processes
- \_\_\_ The program was replicated in different locations with effective results
- \_\_\_ The evaluation of the program was published in a peer-reviewed journal or other credible source

## 8.0 COMMENTS:

**WEAK** \_\_\_\_\_ **AVERAGE** \_\_\_\_\_ **STRONG** \_\_\_\_\_

## 9.0 EVALUATION PLAN (9.0 = 10 POINTS MAX)

IDENTIFIES HOW THE ORGANIZATION WILL DOCUMENT ITS ABILITY TO COLLECT AND REPORT ON THE REQUIRED PERFORMANCE MEASURES AS SPECIFIED IN THE OUTCOME FORM

### 9-A Performance Measures Evaluation

- \_\_\_ Describes effective plan for data collection
- \_\_\_ Specifies and justifies all instruments (i.e. questionnaires, assessment tools) that will be used for both priority areas
- \_\_\_ Describes effective plan for data management
- \_\_\_ Describes effective plan for data analysis

- \_\_\_ Describes methods for ensuring continuous quality improvement, including consideration of disparate outcomes for different racial/ethnic groups and methods seems reasonable
- \_\_\_ Describes how information of process outcomes will be communicated to program staff and plan seems reasonable
- \_\_\_ Describes plan for protection of clients/project participants and plan seems reasonable

**9-B Objective Outcome Evaluation**

- \_\_\_ List specific measureable outcomes for each priority area (measurable objective outcomes are provided for required priority areas) in Action Plan

\_\_\_ Tables and Outcome Forms

**9-C Overall Outcome Evaluation**

- \_\_\_ Describes a plan of action if process outcomes or objective outcomes are not on target during quarterly or yearend evaluation and plan seems reasonable
- \_\_\_ Describes who is responsible for revisiting activities to make changes for improved outcomes
- \_\_\_ Describes how new data, as a result of program, will be used to guide the project in the future and plan seems reasonable
- \_\_\_ Describes how process outcomes and objective outcomes will be disseminated to stakeholders within the applicant agency, its partnering agencies, and throughout local and statewide communities and plan seems reasonable

**9.0 COMMENTS:**

**WEAK**\_\_\_\_\_ **AVERAGE**\_\_\_\_\_ **STRONG**\_\_\_\_\_

**10.0 OVERALL ASSESSMENT OF WORK PLAN (10.0 = 10 POINTS MAX)**

ALL OF THE FOLLOWING COMPONENTS ARE PRESENT:

- \_\_\_ Objectives are logically linked to the expected outcomes
- \_\_\_ Proposed activities fit well with the objectives
- \_\_\_ Timeline is well organized and timeline dates are obtainable
- \_\_\_ Work plan fits within the proposed timeline

**10.0 COMMENTS:**

**WEAK**\_\_\_\_\_ **AVERAGE**\_\_\_\_\_ **STRONG**\_\_\_\_\_

**11.0 SUSTAINABILITY PLAN (11.0 = 10 POINTS MAX)**

PLAN FOR HOW ORGANIZATION AND ITS PARTNERS WILL SUSTAIN PROGRAM ACTIVITIES AT THE CONCLUSION OF ABSTINENCE EDUCATION FUNDING.

- \_\_\_ Contribution of monetary funds
- \_\_\_ Plans to ensure dedicated staff after the conclusion of Abstinence Education funding
- \_\_\_ Plans to continue collaborating partnerships

- \_\_\_ Contribution of resources from fiscal agent and/or partnering organizations, such as time, location, tools, etc.
- \_\_\_ Evidence the project will have lasting outcomes and impacts beyond the lifetime of the project

**11.0 COMMENTS:**

**WEAK**\_\_\_ **AVERAGE**\_\_\_ **STRONG**\_\_\_

**12.0 LITERATURE CITATIONS (CHECK IF COMPLETE)**

- \_\_\_ Appropriate use of literature citations
- \_\_\_ Literature citations are in APA formatting

**12.0 COMMENTS:**

**WEAK**\_\_\_\_\_ **AVERAGE**\_\_\_\_\_ **STRONG**\_\_\_\_\_

**13.0 BUDGET AND BUDGET NARRATIVE FORMS (CHECK IF COMPLETE)**

- \_\_\_ Budget narratives include justification for each line item and are completed
- \_\_\_ Budget corresponds with project duration
- \_\_\_ Information on each budget form is consistent with information on all other budget forms
- \_\_\_ Budget is realistic for the proposed activities

**13.0 COMMENTS:**

**WEAK**\_\_\_\_\_ **AVERAGE**\_\_\_\_\_ **STRONG**\_\_\_\_\_